Alaska Department of Education and Early Development
Webinars via WebEx

Before Joining the Meeting

Test your computer and Internet connection at: http://www.webex.com/test-meeting.html

Contact your local network administrator or local tech support staff for assistance if the test is unsuccessful.

You may be asked to install a small plugin that, once installed, handles the rest of the meeting application installation and then starts the meeting. Please install this plugin! It will vastly improve your WebEx experience.

> **For Mac Users:** When you start or join an event using Event Center for the first time on Safari 6.X and Safari 7, a problem occurs. After you have installed WebEx, Safari requires you to trust the plugin for the site you are attempting to join or start the event from. The page will refresh after that, but you will not join the event. In order to join, go back to the link you originally selected and you will be able to join successfully.

Important Note: Please join the meeting visual content (by following the steps below) BEFORE connecting to the meeting audio.

Joining the Meeting

To join the meeting, click on the blue "Join WebEx meeting" link (or copy/paste it into your web browser address bar) no more than 10 minutes prior to the meeting start time.

To connect with a mobile device, you will first need to download the Cisco WebEx Meetings app and install it on your device. The app is available for iPhone, iPad, Android phones and tablets, Windows 8 phones, and BlackBerry. You can join a meeting one of two ways: open the invitation email, then tap **Join**, or tap **WebEx Meetings** within the WebEx app and then tap **Join by Number**. Enter the meeting number, your name and email address, then tap **Join**.

Meeting Audio

Audio for the webinar is available through your phone or your computer. Please join the meeting audio AFTER connecting to the meeting visual content. Click on the dots below the phone icon to see the options for audio connection.
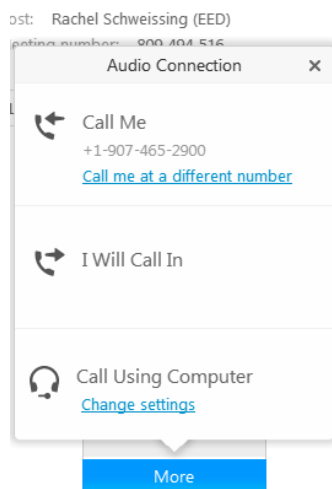
To connect to audio through your computer:
1. This option is only available if you have a USB capable headset with a microphone.
2. Select "Call Using Computer"
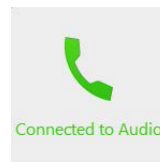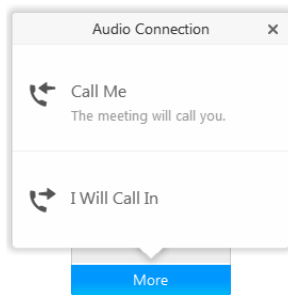3. "Connected to Audio" will turn green.
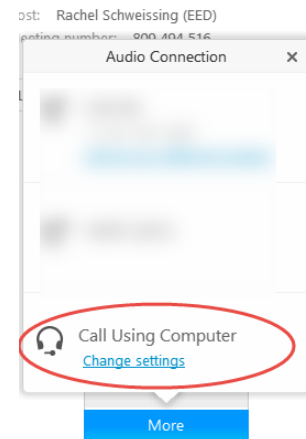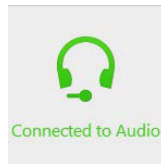
To call in using your phone:
1. Select "I Will Call In"
2. Dial US Toll-Free Number
3. Follow the prompts from the operator
4. When prompted, enter in your Attendee ID (can be found in the pop-up window that appears when you select "I Will Call In" – see image at right)
5. "Connected to Audio" will turn green when you're connected

OR

1. Select "Call Me"
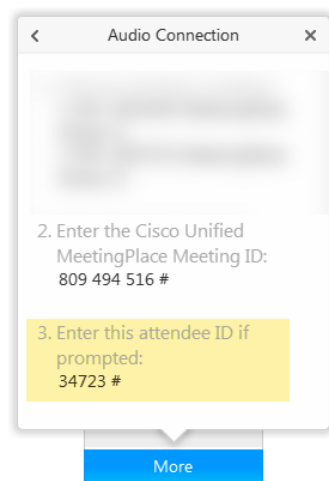
2. Enter the phone number you would like the system to call and select "Call Me"

Note: This option is only available for direct lines. If you have an extension you CANNOT use this option.